

1000	Area Agency on Aging Administrative Standards
This chapter provides an outline of the Division of Aging and Adult Services policies and procedures for the Area Agency on Aging Administrative Standards, Reporting and Functions.	

1600		Reporting
1601	Overview	
	1601.1	<p>The Division of Aging and Adult Services administers the planning, coordination, evaluation, and reporting requirements established by the Older Americans Act and the Terms and Conditions of other grants, such as the State Health Insurance Assistance Program. The Division of Aging and Adult Services, through the Area Agencies on Aging, collects statistical data and analyzes the information regarding the effectiveness of program delivery. Data collected is then reported in the National Aging Program Information System (NAPIS) which includes the State Program Report, National Ombudsman Reporting System, Senior Medicare Patrols and other grant specified systems. The NAPIS serves as a source for performance and descriptive data.</p> <p>Performance and descriptive data is collected as a means of measuring the effectiveness of Area Agencies on Aging in targeting services to older individuals with greatest economic and social need, with particular attention to low-income individuals, individuals residing in rural areas, and frail individuals (including those with any physical or mental/cognitive impairment).</p> <p>This chapter provides an outline for the Division of Aging and Adult Services operational procedures on reporting requirements for Area Agencies on Aging and Tribes. The reports document the number of individuals who have received services, demographic information and units of service provided. This policy chapter is subject to change as additional information and/or regulations are received from the state and U.S. Department of Health and Human Services, Administration on Aging.</p>

1600		Reporting
1602	Authority	
	1602.1	Older Americans Act of 1965, as Amended in 2006, P.L. 109-365, § 206, § 207, § 306, § 307 and § 311; and Title 45 C.F.R. § 1321.17 and § 1321.65.

1600		Reporting	
Operational Procedures			
<p>Area Agencies on Aging shall ensure data is collected for services funded under an approved Area Plan on Aging within its planning and service area. Area Agencies on Aging report on programs and services funded under the Older Americans Act and other funding sources through the Aging Information Management System (AIMS) or on approved forms identified by the Division of Aging and Adult Services. Area Agencies on Aging shall utilize the AIMS for the purpose of recording client supported “registered” service data. Non-client supported data (registered and non-registered) is reported on forms identified in section 1603.1A. All other Area Agency on Aging programmatic and planning reports are specified in 1603.1B-L.</p>			
1603	Programmatic and Planning Reports		
	Area Agency on Aging		
	A	1	Social Service Report for Non-Registered Services - AG-O31-N (Exhibit 1600A).
		2	Social Service Report for Registered Services - AG-O31-R (Exhibit 1600B).
	Native American Communities and Tribes		
	B	1	Social Service Report for Non-Registered Services - AG-O31-N (Exhibit 1600A).
		2	SAMS Service Demographic Report (non Division of Aging and Adult Services form) – Registered Services; Congregate Meals and Home Delivered Meals.
	State Health Insurance Assistance Program (SHIP)		
	C	1	SHIP/SMP Monthly Report and Instructions (Exhibit 1600C).
		2	SHIP/SMP Public and Media Activity Form and Instructions (Exhibit 1600D).
		3	SHIP Evaluation Form (Exhibit 1600E).
		4	SHIP/SMP Client Contact Form and Instructions (Exhibit 1600F).
	SMP		
	D	1	SMP Volunteer Hours (Exhibit 1600G).
		2	SMP Volunteer Add a Volunteer Form (Exhibit 1600H).
		3	SMP Complex Issue Form (Exhibit 1600I).
		4	SMP Evaluation Form - English (Exhibit 1600J).
		5	SMP Evaluation Form - Spanish (Exhibit 1600K).
	Long Term Care Ombudsman Program		
	E	1	Monthly Ombudsman Program Data Collection Report (Exhibit 1600L).
		2	Monthly Ombudsman Program Case Report (Exhibit 1600M).
	Family Caregiver Support Program		
	F	1	Family Caregiver Support Program Registered Services Report - AAA-1186A (Exhibit 1600N).
		2	Family Caregiver Support Program Non-registered Services Report- AAA-1185A (Exhibit 1600P).
		3	Family Caregiver Support Program Quarterly Summary Report (Exhibit 1600Q).
	Legal Services Assistance Program		
	G	1	Monthly Legal Services Report and Instructions (Exhibit 1600R) in conjunction with the information collected in the report described in 1603.2.A.3.
	Mature Worker		
H	1	Mature Worker Program Quarterly Summary Report and Instructions (Exhibit 1600S).	
Financial Reports			
I	1	Invoice – AG-053 (Exhibit 1600T).	

1600		Reporting	
1603	Operational Procedures (continued)		
	J	Area Plan on Aging	
		1	An Action Plan for Strategic Objectives shall be submitted 90 days following the implementation date of the Area Plan on Aging.
		2	Action Plan for Strategic Objectives Update report by July 1 st of each year.
	K	Program Development - The following applies only to those Area Agencies on Aging that set aside funds for program development.	
		1	Annual report that details the progress of program development activities and accomplished program development activities by August of each year.
	L	Discretionary Grants	
		1	Individual grant reports are specified in the discretionary grant reporting section of the Reports Matrix document (Exhibit 1600U).
	1603.2	Unless otherwise specified, reports identified in 1603.1 shall be completed and submitted to the Division of Aging and Adult Services by the 30 th day of the month following the designated reporting period.	
	1603.3	An Area Agency on Aging may be required to submit reports in addition to those identified in 1603.1 as determined necessary by the Division of Aging and Adult Services.	

EXHIBITS:	
1600A	Social Service Report for Non-Registered Services (AG-031-N) and Instructions https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AG-031-N.xls
1600B	Social Service Report for Registered Services (AG-031-R) and Instructions https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AG-031-R.xls
1600C	SHIP/SMP Monthly Report and Instructions https://www.azdes.gov/uploadedFiles/Aging_and_Adult_Services/ship_smp_aaa_%20monthly_report_form.xls
1600D	SHIP/SMP Public and Media Activity Form and Instructions https://www.azdes.gov/uploadedFiles/Aging_and_Adult_Services/ship_smp_public_and_media_form.xls
1600E	SHIP Evaluation Form https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/pdf/AAA-1194AFORPD.pdf
1600F	SHIP/SMP Client Contact Form and Instructions https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1199AFORFF.doc
1600G	SMP Volunteer Hours https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1195AFORFF.doc
1600H	SMP Volunteer Add a Volunteer Form https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1196AFORFF.doc
1600I	SMP Complex Issue Form https://www.azdes.gov/uploadedFiles/Aging_and_Adult_Services/smp_complex_issue_form.doc
1600J	SMP Evaluation Form English https://www.azdes.gov/uploadedFiles/Aging_and_Adult_Services/Policy/smp_evaluation_english.pdf
1600K	SMP Evaluation Form Spanish https://www.azdes.gov/uploadedFiles/Aging_and_Adult_Services/Policy/smp_evaluation_spanish.pdf
1600L	Monthly Ombudsman Program Data Collection Report https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1048AFORFF.doc
1600M	Monthly Ombudsman Program Case Report https://www.azdes.gov/InternetFiles/IntranetProgrammaticForms/doc/AAA-1163AFORFF.doc
1600N	Family Caregiver Support Program Registered Services Report and Instructions (AAA-1186A) https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1186AFORFF.xls
1600P	Family Caregiver Support Program Non-registered Services Report and Instructions (AAA-1185A)

EXHIBITS:	
	https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1185AFORFF.xls
1600Q	Family Caregiver Support Program Quarterly Summary Report and Instructions https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1218AFORFF.doc
1600R	Legal Services Report and Instructions https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1217AFORFF.doc
1600S	Mature Worker Program Quarterly Summary Report and Instructions https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/AAA-1216AFORFF.doc
1600T	Invoice (AG-053) https://www.azdes.gov/uploadedFiles/Aging_and_Adult_Services/Policy/ag_053.xls
1600U	Reports Matrix https://www.azdes.gov/uploadedFiles/Aging_and_Adult_Services/Policy/c_1000_report_matrix.pdf